

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 02-18****TO: All Eligible Jurisdictions and Interested Parties****DATE: August 29, 2002****SUBJECT: Announcement of CDBG Grant Management Training Workshops for
FY 2002/2003****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend a CDBG Grant Management Training Workshop. **There will only be one workshop this year.**

THE GRANT MANAGEMENT WORKSHOP WILL BE HELD ON WEDNESDAY, SEPTEMBER 18, 2002 IN THE EMBASSY SUITES RESORT LAKE TAHOE IN SOUTH LAKE TAHOE.

The Grant Management Training Workshop is scheduled for the first day of the CDBG Conference. In order to attend any of the Conference events, starting with the Welcome Reception, you will need to register for the Conference. Please call (916) 447-9832 ext. 109 to register. If you plan on only attending the Grant Management Training Workshop, you do not need to register for the conference.

Workshop contents

This workshop will provide information to grantees on how to manage their CDBG grant. The focus will be on the Federal overlay requirements pertaining to all CDBG-funded grants. Topics will include environmental review, procurement, citizen participation, lead-based paint requirements, general fiscal requirements, economic development and more. The agenda the workshop is attached.

Who should attend?

This workshop is most important to those jurisdictions currently participating in the CDBG program. Local CDBG contract administrators and program operators should attend the workshop. Travel to this workshop is an allowable CDBG expense under general administration.

CDBG Field Representatives from each region will be available for consultation at the workshop.

If you are unable to attend the workshop, please be advised that your regional representative can provide you with technical assistance by phone, mail, e-mail or can come to your office to provide assistance.

For further information:

Please contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

**STATE CDBG PROGRAM
GRANT MANAGEMENT TRAINING FOR FISCAL YEAR 2002/2003
September 18, 2002**

AGENDA

- 9:30 - 10:00 a.m. **ABC's of CDBG**
- 10:00 - 10:15 am **Starting the Grant Cycle**
What's in the state contract and the Grant Management Manual
- 10:15 - 11:00 am. **Program Income**
- 11:00 - 11:30 am. **Procuring Goods and Services**
- 11:30 - 12:45 pm. ***LUNCH ON YOUR OWN***
- 12:45 - 1:15 pm. **Fiscal Records and Reports**
- 1:15 - 2:00 pm. **Clearing Special Conditions**
- Environmental review
 - Other 90-Day Conditions
- 2:00 - 2:15 pm ***BREAK***
- 2:15 - 3:00 pm. **Housing Rehabilitation and Lead Based Paint**
or
Economic Development
- 3:00 - 3:45 pm. **Equal Opportunity/Fair Housing**
- Section 3, Section 504, ADA
- 3:45 - 4:00 pm. **Program Monitoring by CDBG Staff**
- What to expect
 - Monitoring checklists and Recordkeeping guidelines
- Closing Out Your Contract**
- Closeout documentation
- Planning/Technical Assistance Grants**
- Final Products and other information